

# Boys & Girls Clubs of Portland Metro (“BGCP”) Member Check-In/Check-Out Policy

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Effective date: 4/25/18

BGCP has instituted a Check-In/Check-Out Policy in order to keep Members safe during arrival and departure times. As part of this policy, the following is hereby implemented for all Club/School sites:

1. All Members entering Club/School site for programming will be signed-in at the beginning of each day and signed-out at the end of the day, every day.
2. Sign-in should occur in real time, either utilizing the Membership Management System located on front desk computers, or using a visitor sign-in and sign-out sheet.
3. Upon check-out, youth shall be released to a known guardian or released to leave the Club/School site following our Safe Passage Policy.
4. Parents or guardians must notify Staff if there is a specific adult who is prohibited from checking youth out from the Club/School site.
5. If there are legal protections in place for a member that prohibit one of their parents from checking them out of the Club/School site, Staff shall request copies of legal documentation stating such restrictions and will keep those records on file at the front desk or Club/School site check in area and notify all Staff who may be covering the front desk of these restrictions.